

CHIEF PETTY OFFICER ACADEMY (CPOA) INSTRUCTOR

Advisory: AY09 Program Info and timelines to be updated NLT 15 Mar 08.

This program requires the submission of a package and E-resume at the time of application.

Job Description

Chief Petty Officer Academy Instructors serve to provide the knowledge, skills, attitudes, and abilities to newly advanced Chief Petty Officers, Master Sergeants, and International students through leadership by example. Instructors provide students with the educational skill sets identified in the 1997 Chief Petty Officer Needs Assessment necessary to assist them in the transition from technician to mid-level leader and manager. As an instructor, you will teach a wide variety of courses in areas such as: Self-Awareness, Leadership, Ethics, Organizational Behavior, Wellness, and System's thinking. Instructors also serve as liaisons guiding teams of eight students through the challenging, thirty-three day curriculum. The duties of a staff liaison include 24/7 access, mentoring and managing team projects, evaluation and grading of oral and written assignments, participation in all team physical fitness and team building events. As a member of the CPOA staff, you will have a unique and unequaled opportunity to impact the lives of senior enlisted leaders both personally and professionally.

CPOA Detached Duty is located at Training Center Petaluma, CA and is a branch of the Leadership Development Center (LDC) located in New London, CT

Minimum Qualifications

- You MUST be Tour Complete in Assignment Year 2008 to apply
- You must be an E-9 or an E-7 (not above the cut for E-8). Note*
- You MUST meet the Special Assignments criteria outlined in the PERSMAN, Arts. 4.E.2.A and 4.E.6.
- Must have graduated from the CPO Academy or DoD Senior Enlisted Course prior to the date of application.

Note * There are no E-8 vacancies anticipated in 2008. Should you be projected to advance to E-8 after orders are issued, orders will most likely be canceled due to the rank mismatch at the unit and the over population of E-8s in the Special Assignments account. If you advance after reporting, fleet ups will be used to the greatest extent possible.

Timeline

Full applications and E-resumes are due NLT Friday, 15 Jun 07.

AY08 Applicant Packages - Assemble as follows (top to bottom):

- CO Endorsement – **See Note 1 for guidance.**
- Member's Memo – **See Note 2 for guidance.**
- Printed From Direct Access, Employee Review Summary
- Career Resume (2 pages) Start with current unit, and work towards date of entry into Service. Assignment History should include unit, dates, rank, position/duties, education, and training. Please ensure home and work numbers are placed at the top of this Resume. Recommend using CG macros > Other Document > Professional Resume.
- Photos: 2 4x6 Full Length photos Tropical Blue Long (**Note 3**); Uncovered; One side, One front View.

Note 1: Command Endorsement (Second page endorsement format): Endorsements are essential to the selection process and shall address each of these elements in bullet or paragraph format:

- Statement that the member meets the minimum qualifications in PERSMAN Arts. 4.E.2 and 4.E.6.
- Communication Skills: Overall speaking ability; tact and diplomacy, confidence, and general interaction with speaking to large and small groups. Statement that the member does not have a pronounced accent or speech defect.
- Leadership. The candidate's interaction with others and influence amid personnel in the work place; their temperament, and their ability to take charge in a group setting.
- Military Appearance and Bearing. Grooming, fitness, and presence in uniform.

Note 2: Coast Guard Memorandum not to exceed two pages. Use each bullet as the topic for a paragraph.

- Specifically addresses why you are interested in becoming an Instructor;
- What your intended contributions will be in the areas of Relationships, Expectations (Goals), Academics, Character, and Health;
- Your participation in the Chief's Mess;
- Your experience/knowledge with today's technology (i.e. PPT, E-learning and so forth).
- Your CPO or DoD Senior Non-Commissioned Officer Academy, class number, and graduation date.

Note 3: For personnel assigned to PATFORSWA pictures may be taken in Desert BDUs.

The preferred method of package receipt is PDF electronic files. Files must contain signatures. If an e-copy package is transmitted a hard copy is not necessary. E-mail to PERS3 Deborah.M.Turner(at)uscg.mil. No faxing. If mailing, package shall be sent to:

CGPC (CGPC-epm-2)
Attn: Special Assignments
4200 Wilson Blvd.
Suite 1100, Room 900
Arlington, VA 22203-1804
(202) 493-1291

E-Resumes and Shopping List

The Official Shopping List will be posted o/a 15 April 2007. Please list one position on your E-resume. ***Command Endorsement to the E-resume should read:*** “Highly recommended for CPOA duty. Member meets the minimum requirements outlined in PERSMAN Arts. 4.E.2.A and 4.E.6. Package under separate cover.”

The following vacancies are anticipated in AY08:

- POCM 00027181 – Assistant School Chief
- Three (03) E-7s positions will be published on the official shopping list, however for E-resume purposes please use: POC 00074366 – CPOA Instructor

Competition

Applicants must submit a package by the established deadline to EPM-2. After eligibility screening is conducted, packages are forwarded to the Program Manager where a telephonic interview process takes place. The Program Manager works closely with EPM-2 and a “best qualified” applicant list is developed. Applicants will be contacted via email or phone on their selection. All orders will be issued NLT 1 Aug of each calendar year.

“What is Best Qualified?” Selections are made on the basis of best qualified from ALL ratings. Competitive applicants are usually at the mid-career level with demonstrated leadership roles, higher education accomplishments or are currently pursuing higher education goals. An applicant must demonstrate excellent public speaking skills and have the highest moral and ethical standards, financial responsibility, embody the Coast Guard core values, exhibit exemplary grooming and fitness, as well as maturity, even temperament and outstanding judgment. Your current “Assignment Priority” does not influence the outcome of the “best qualified” list.

Pay and Allowances

Currently there is no SDAP for this program.

Training

No pipeline training requirements. Training is provided at the unit level throughout the tour.